

Administrative Office of Courts
Open Position: Drug Court Compliance Officer

Job Characteristics

This is advanced professional work in providing technical and administrative assistance to local courts to ensure more efficient and effective operation of drug court programs to accomplish the mission statement of the Office of Drug Court Compliance.

Duties include:

- Developing materials and resources for drug court compliance programs
- Responding to inquiries regarding drug court compliance
- Collaborating with other state agencies, local communities and organizations to share information and providing resources regarding drug court programs.
- Traveling, visiting and working on site with local drug court representatives

Knowledge and Skills

Professional

Considerable knowledge of the operation of local and state court systems and general rules and regulations of the judicial system.

Ability to take initiative and work with minimal supervision.

Ability to analyze problems and needs, make effective recommendations and report clearly on findings.

Professional People Skills (see section on Interactive Skills below)

Information Management

Considerable knowledge of computer systems including:

- Word processing
- Spreadsheets
- Data Management

Interactive (People) Skills

A desire to be a part of a program that helps people who have drug addiction issues.

Experience with people with drug addiction issues

Demonstrable history of strong interactive skills in dealing with people; assisting, teaching, training, motivating, challenging, guiding and equipping.

Ability to travel, meet people and develop rapport and confidence

Ability to identify technical or operational problems and recommend solutions and to assist and motivate in implementation.

Ability to communicate effectively both verbally and in writing.

Ability to work with and provide professional staff support to judicial committees.

Ability to initiate and maintain effective working relationships with judges, court personnel, coworkers and staff from other agencies.

Minimum Qualifications

- Bachelor's degree in a discipline related to the judicial system, information management, social sciences, marketing or communications or equivalent experience in related fields.
- At least four years of responsible professional experience in the fields of mental health, public health, social or human services, public or business administration or related fields.
- Experience and demonstrable history of strong people skills and management abilities, mature professional judgment, and integrity.
- Must be able to travel the state.
- Must have a privately owned vehicle (POV) available for traveling in the performance of duties assigned.

Send Resume by October 31, 2014, to:

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